



December 22, 2008

To: All Interested Vendors

Re: Request for Information

The State of Montana, Department of Corrections is requesting information regarding Post-Secondary Education for young adult offenders. The State of Montana invites all interested parties to submit a written response to this Request for Information (RFI).

This RFI is being sought strictly for the purpose of gaining knowledge of services and supplies available with an estimate of their corresponding costs and should not be construed as intent, commitment, or promise to acquire services, supplies, or solutions offered. No contract will result from any response to this RFI. After reviewing information received from the RFI, it is the Department's intent to issue a Request for Proposal by February 2009.

Information submitted in response to this RFI will become the property of the State of Montana.

The State of Montana will not pay for any information herein requested nor is it liable for any cost incurred by the vendor.

RFI responses must be received on or before January 13, 2009 at the following address:

Contracts Manager: Gary Willems  
Address: P.O. Box 201301  
Telephone Number: 406-444-4941  
Fax Number: 406-444-9818  
E-mail Address: gwillems@mt.gov

All questions, including procedural, administrative, contractual, technical, and requirement questions and answers may be directed to the procurement officer listed above.

Additionally, a technical assistance call for interested parties will be held on Tuesday, January 6<sup>th</sup> at 1:00. Join the call by dialing 406-444-3930 and referencing "RFI technical assistance".

We appreciate your response to this request.

## **1.0 PURPOSE AND OBJECTIVES**

The objective of this request is to identify entities interested in providing post-secondary education to offenders aged 35 and under housed at Montana State Prison, Montana Women's Prison, Crossroads Correctional Facility, Cascade County Regional Prison, Dawson County Regional Prison, and six prerelease centers (attached). The Department projects that approximately 1,300 inmates would be eligible for services though only a portion will enroll and participate.

## **2.0 PROJECT DESCRIPTION**

Interested parties must comply with the federal Higher Education Act and the US Department of Education's Youthful Offenders Grant, CFDA 84.331A (attached).

The vendor must:

- 1) Be a qualifying post-secondary institution recognized by the US Secretary of Education, listed at <http://ope.ed.gov/accreditation/Search.aspx>;
- 2) Be willing to provide instruction (partly or entirely) using distance learning technology (such as MetNet) which can be broadcast to multiple correctional facilities;
- 3) Be willing to coordinate with local education staff to collect and return student work;
- 4) Be willing to provide condensed courses (for example, course that are held during traditional school breaks);
- 5) Be willing to offer college credit for completed coursework;
- 6) Be willing to issue Associate's of Arts, Bachelors' degrees, and/or vocational certificates to offenders completing coursework;
- 7) Offer courses leading to degrees or certificates in one or more identified career tracks (attached).
- 8) Provide transcripts for all participating offenders.
- 9) Agree to not use contract funds to supplant existing programs supported with federal funds.

Funding for this program will be provided through US Department of Education's Youthful Offenders Grant CFDA 84.331A (attached).

## **3.0 RFI RESPONSE INSTRUCTIONS**

The Department is asking all interested parties to submit a response containing the following information:

- ✓ Your level of interest in providing the services identified above should be post-secondary services identified above be put out for bid. Please indicate the minimum/maximum number of offenders that would be feasible for your organization to serve.

- ✓ Your level of interest and ability to provide live instruction using distance learning technology. Internet-based instruction will not be available to offenders.
- ✓ Description of coursework that could be provided and their corresponding tracks of study (degree and certificate programs).
- ✓ Brief description of past experience providing similar services.
- ✓ From your past experience, has the Department identified all the major components necessary to complete this project? If not, please provide information on other necessary components.
- ✓ Your best estimated price range to provide the services/supplies as stated herein, lowest estimate to highest estimate. Estimates may be derived based on tuition per student credit hour, or by rate per course. Required supplies and books must be included in the estimate.
- ✓ Your best estimated time frame for beginning service provision.
- ✓ Related services that may be provided to offenders transitioning into communities upon release, including the continuation of their course of study on-campus.

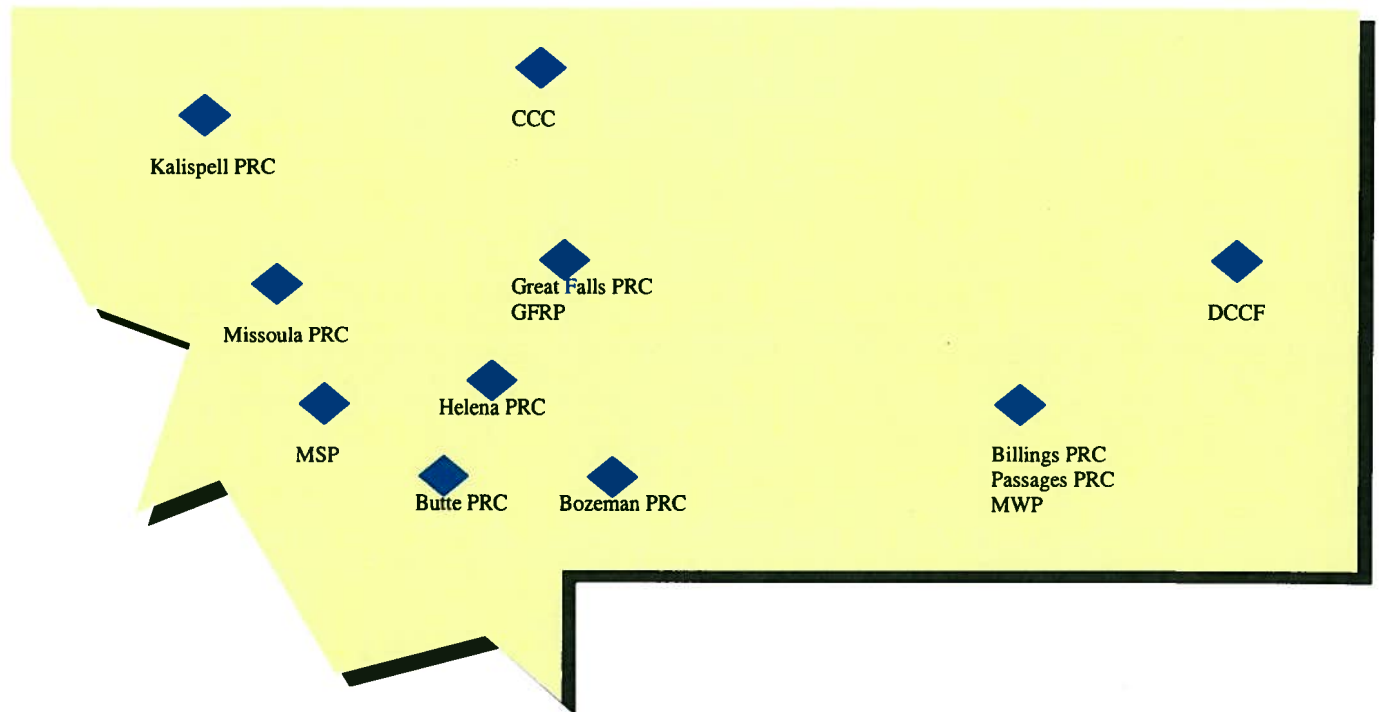
### **3.0 RESOURCES**

Additional resources can be found at the Department's webpage at [www.cor.mt.gov](http://www.cor.mt.gov).

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## **Attachments**

## Participating DOC Facilities



*The Montana Department of Corrections enhances public safety, promotes positive change in offender behavior, reintegrates offenders into the community and supports victims of crime.*

(1) in subsection (a)(1), by striking "to be appropriated" and all that follows through the period at the end and inserting "to be appropriated such sums as may be necessary for fiscal years 2009 through 2014."; and

(2) by adding at the end the following:

"(d) **EXTENSION.**—Any authorization of appropriations made for the purposes of carrying out this title shall be extended in the same manner as applicable programs are extended under section 422 of the General Education Provisions Act."

### **PART C—THE HIGHER EDUCATION AMENDMENTS OF 1998; THE HIGHER EDUCATION AMENDMENTS OF 1992**

#### **SEC. 931. REPEALS.**

The following provisions of title VIII of the Higher Education Amendments of 1998 (Public Law 105-244) are repealed:

- (1) Part A.
- (2) Part C (20 U.S.C. 1070 note).
- (3) Part F (20 U.S.C. 1862 note).
- (4) Part J.
- (5) Section 861.
- (6) Section 863.

#### **SEC. 932. GRANTS TO STATES FOR WORKPLACE AND COMMUNITY TRANSITION TRAINING FOR INCARCERATED INDIVIDUALS.**

Section 821 of the Higher Education Amendments of 1998 (20 U.S.C. 1151) is amended to read as follows:

#### **"SEC. 821. GRANTS TO STATES FOR WORKPLACE AND COMMUNITY TRANSITION TRAINING FOR INCARCERATED INDIVIDUALS.**

"(a) **DEFINITION.**—In this section, the term 'incarcerated individual' means a male or female offender who is—

"(1) 35 years of age or younger; and

"(2) incarcerated in a State prison, including a prerelease facility.

"(b) **GRANT PROGRAM.**—The Secretary of Education (in this section referred to as the 'Secretary')—

"(1) shall establish a program in accordance with this section to provide grants to the State correctional education agencies in the States to assist and encourage incarcerated individuals who have obtained a secondary school diploma or its recognized equivalent to acquire educational and job skills through—

"(A) coursework to prepare such individuals to pursue a postsecondary education certificate, an associate's degree, or bachelor's degree while in prison;

"(B) the pursuit of a postsecondary education certificate, an associate's degree, or bachelor's degree while in prison; and

"(C) employment counseling and other related services, which start during incarceration and end not later than two years after release from incarceration; and

"(2) may establish such performance objectives and reporting requirements for State correctional education agencies receiving grants under this section as the Secretary determines are necessary to assess the effectiveness of the program under this section.

"(c) APPLICATION.—To be eligible for a grant under this section, a State correctional education agency shall submit to the Secretary a proposal for an incarcerated individual program that—

"(1) identifies the scope of the problem, including the number of incarcerated individuals in need of postsecondary education and career and technical training;

"(2) lists the accredited public or private educational institution or institutions that will provide postsecondary educational services;

"(3) lists the cooperating agencies, public and private, or businesses that will provide related services, such as counseling in the areas of career development, substance abuse, health, and parenting skills;

"(4) describes specific performance objectives and evaluation methods (in addition to, and consistent with, any objectives established by the Secretary under subsection (b)(2)) that the State correctional education agency will use in carrying out its proposal, including—

"(A) specific and quantified student outcome measures that are referenced to outcomes for non-program participants with similar demographic characteristics; and

"(B) measures, consistent with the data elements and definitions described in subsection (d)(1)(A), of—

"(i) program completion, including an explicit definition of what constitutes a program completion within the proposal;

"(ii) knowledge and skill attainment, including specification of instruments that will measure knowledge and skill attainment;

"(iii) attainment of employment both prior to and subsequent to release;

"(iv) success in employment indicated by job retention and advancement; and

"(v) recidivism, including such subindicators as time before subsequent offense and severity of offense;

"(5) describes how the proposed program is to be integrated with existing State correctional education programs (such as adult education, graduate education degree programs, and career and technical training) and State industry programs;

"(6) describes how the proposed program will—

"(A) deliver services under this section; and

"(B) utilize technology to deliver such services; and

"(7) describes how incarcerated individuals will be selected so that only those eligible under subsection (e) will be enrolled in postsecondary programs.

"(d) PROGRAM REQUIREMENTS.—Each State correctional education agency receiving a grant under this section shall—

"(1) annually report to the Secretary regarding—

"(A) the results of the evaluations conducted using data elements and definitions provided by the Secretary for the use of State correctional education programs;

"(B) any objectives or requirements established by the Secretary pursuant to subsection (b)(2);

"(C) the additional performance objectives and evaluation methods contained in the proposal described in subsection (c)(4) as necessary to document the attainment of project performance objectives;

"(D) how the funds provided under this section are being allocated among postsecondary preparatory education, postsecondary academic programs, and career and technical education programs; and

"(E) the service delivery methods being used for each course offering; and

"(2) provide for each student eligible under subsection (e) not more than—

"(A) \$3,000 annually for tuition, books, and essential materials; and

"(B) \$300 annually for related services such as career development, substance abuse counseling, parenting skills training, and health education.

"(e) **STUDENT ELIGIBILITY.**—An incarcerated individual who has obtained a secondary school diploma or its recognized equivalent shall be eligible for participation in a program receiving a grant under this section if such individual—

"(1) is eligible to be released within seven years (including an incarcerated individual who is eligible for parole within such time);

"(2) is 35 years of age or younger; and

"(3) has not been convicted of—

"(A) a 'criminal offense against a victim who is a minor' or a 'sexually violent offense', as such terms are defined in the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (42 U.S.C. 14071 et seq.); or

"(B) murder, as described in section 1111 of title 18, United States Code.

"(f) **LENGTH OF PARTICIPATION.**—A State correctional education agency receiving a grant under this section shall provide educational and related services to each participating incarcerated individual for a period not to exceed seven years, not more than two years of which may be devoted to study in a graduate education degree program or to coursework to prepare such individuals to take college level courses. Educational and related services shall start during the period of incarceration in prison or prerelease, and the related services may continue for not more than two years after release from confinement.

"(g) **EDUCATION DELIVERY SYSTEMS.**—State correctional education agencies and cooperating institutions shall, to the extent practicable, use high-tech applications in developing programs to meet the requirements and goals of this section.

"(h) **ALLOCATION OF FUNDS.**—From the funds appropriated pursuant to subsection (i) for each fiscal year, the Secretary shall allot to each State an amount that bears the same relationship to such

funds as the total number of students eligible under subsection (e) in such State bears to the total number of such students in all States.

"(i) **AUTHORIZATION OF APPROPRIATIONS.**—There are authorized to be appropriated to carry out this section such sums as may be necessary for fiscal years 2009 through 2014."

**SEC. 933. UNDERGROUND RAILROAD EDUCATIONAL AND CULTURAL PROGRAM.**

Section 841 of the Higher Education Amendments of 1998 (20 U.S.C. 1153) is amended—

(1) in subsection (a), by inserting ", including the lessons to be drawn from such history" after "Railroad";

(2) in subsection (b)—

(A) by striking paragraphs (1) and (2) and inserting the following:

"(1) to establish a facility to—

"(A) house, display, interpret, and communicate information regarding the artifacts and other materials related to the history of the Underground Railroad, including the lessons to be drawn from such history;

"(B) maintain such artifacts and materials; and

"(C) make the efforts described in subparagraph (A) available, including through electronic means, to elementary and secondary schools, institutions of higher education, and the general public;

"(2) to demonstrate substantial public and private support for the operation of the facility through the implementation of a public-private partnership between one or more State or local public entities and one or more private entities, which public-private partnership shall provide matching funds from non-federal sources for the support of the facility in an amount equal to or greater than four times the amount of the grant awarded under this section;"

(B) in paragraph (4)—

(i) by inserting "and maintain" after "establish"; and

(ii) by inserting "including the lessons to be drawn from the history of the Underground Railroad," after "States,"; and

(C) in paragraph (5)—

(i) by inserting "and maintain" after "establish"; and

(ii) by inserting ", including the lessons to be drawn from such history" after "Railroad"; and

(3) in subsection (c), by striking "this section" and all that follows through the period at the end and inserting "\$3,000,000 for fiscal year 2009 and each of the five succeeding fiscal years."

**SEC. 934. OLYMPIC SCHOLARSHIPS.**

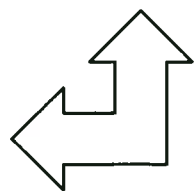
Section 1543(d) of the Higher Education Amendments of 1992 (20 U.S.C. 1070 note) is amended—

(1) by striking "1999" and inserting "2009"; and

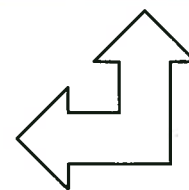
(2) by striking "4" and inserting "five".

## Likely Tracks of Study

<b>Track</b>	<b>Office Professions</b>	<b>Business Technology</b>	<b>Construction Technology</b>	<b>Construction Technology</b>
<b>Term</b>	1 Year Certificate	2 Year A.A.S.	1 Year Certificate	2 Year A.A.S.
<b>Course</b>	English Composition Business Math Document Processing Keyboard Office Procedures Spreadsheets Human Resources	1 yr certificate plus: Marketing Accounting Intro to Business Communication Presentations Databases Management	Site Preparation Floor and Walls Roofing and Stairs Drafting and Blueprint Window, Doors Insulation Drywall Cabinetry Technical Math	1 yr certificate plus: Welding Wiring Decks, patios Masonry CAD Business Management
<b>Jobs (Avg Income)</b>	Office Clerk (\$9.50) Receptionist (\$9.57) Cust. Service (\$11.05)	Admin Asst (\$13.00) Sales (\$16.72)	Construction Laborer (\$9.88- 11.47) Carpenter Helper (\$11.55) Painter (\$13.44) Maintenance/repair (\$14.23) Cabinet Maker (\$12.72)	Construction Laborer (\$9.88- 11.47) Cement Mason (\$14.01) Welder (\$13.66) Plumber, pipefitter (\$21.50)
<b>Delivery</b>	Video conference In-person	Video conference In-person	Primarily in-person	Primarily in-person
<b>Pros</b>	Most facilities have computer access	Most facilities have computer access  Marketing components could assist MCE	Some MCE work opportunities  Requested by regional prison staff	Some MCE work opportunities  Requested by regional prison staff
<b>Cons</b>	Some facilities have no computer access  Some classes may be similar to what is currently offered	Some facilities have no computer access  Some classes may be similar to what is currently offered	Facility limitations, equipment  Some classes may be similar to what is currently offered	Facility limitations, equipment  Some classes may be similar to what is currently offered



Same track takes basic to advanced



Same track takes basic to advanced



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### Likely Tracks of Study, cont.

<b>Track</b>	<b>Hair, Cosmetology</b>	<b>Auto Tech</b>	<b>Addiction Counselor</b>	<b>College Prep/ Remediation</b>
<b>Term</b>	1-2 yrs Certificate	2 Yr AAS	2 Yr AAS	1-2 years
<b>Course</b>	English Composition Business Math Document Processing Keyboard Office Procedures Spreadsheets Human Resources	Shop Safety Electrical/Electronic Systems Manual Drive Trains Technical Math Heating and Air Engines	Addiction Theory Pharmacology Cultural and Clinical Issues Psychology Counseling Documentations	Basic Skills: Reading Writing Math
<b>Jobs (Avg Income)</b>	Hairdresser (\$8.68)	Auto-body Repair (\$14.51) Auto Tech (\$14.62)	Clinical Asst (\$8.06+) Licensed Counselor Social Worker (\$12.00 +)	
<b>Delivery</b>	Video conference In-person	Primarily in-person	Mostly distance learning	Video conference In-person
<b>Pros</b>	Flexible work schedule	Promising career with living wage	Participants can complete AA, needed prior to licensure. May work as asst. without licensure.	Prepares offenders for post-secondary education  Improves literacy  Improves basic math skills
<b>Cons</b>	Some facilities have no access to supplies  Relatively low wage with low potential for raises, with except of owner-operated business.	Some facilities have no access to equipment  May duplicate some of MCE training	Must complete the program once released, including clinical practice and state exam for licensure.	

